



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #22**

**TO:** Family Day Care Home Sponsors

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** July 29, 2013

**SUBJECT:** Fiscal Year 2014 Child and Adult Care Food Program Application Certification

**ACTION:** Complete the Fiscal Year 2014 Application Certification - Due September 30, 2014.

As announced in Fiscal Year (FY) 2013 Family Day Care Home (FDCH) Sponsor Memorandum #8, Child Nutrition Reauthorization 2010: Child and Adult Care Food Program (CACFP) Applications, and FY 2013 FDCH Sponsor Memorandum #17, FY 2014 CACFP Certification Procedures, **all** institutions participating in CACFP will be required to initiate a certification for FY 2014 and yearly thereafter. The certification will be completed through the Michigan Electronic Grants System Plus (MEGS+).

**The MEGS+ certification for CACFP will be available July 30, 2013, for FDCH sponsors.** MEGS+ may be accessed through the Michigan Education Information System (MEIS) at [www.michigan.gov/meis](http://www.michigan.gov/meis). The due date is September 30, 2013.

For FY 2014, the following must be submitted/completed:

- A single certification that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE
- Updated licensing information for each provider participating in CACFP or certification that licensing information in the application is complete and correct
- Information as required for new fields in the application that have changed since the last certification
- Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.

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- Certification that training of all key staff has been conducted at least annually
- A budget and budget worksheets for the upcoming year. The budget worksheets may be found on our website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Financial Resources.

All provider site information will be rolled over as active when the agency initiates the certification. It is the sponsor's responsibility to amend provider data to ensure that all data is complete and correct. The sponsor will certify this has been done when completing the certification process.

The following steps must be completed for providers:

**Step 1: Review Provider File for Required Documents**

The following items must be on file with the sponsor for each provider that will be participating in the Child and Adult Care Food Program (CACFP) during Fiscal Year (FY) 2014:

- Home Application approved by the sponsor
- Provider/Sponsor Agreement signed by both the provider and sponsor (4/2013 or 6/2013 versions are acceptable)
- Verification of the provider's day care registration/license or enrollment as an unlicensed provider
- Documentation that the provider was trained by the sponsor prior to initial CACFP participation, and at least annually thereafter, in accordance with 7 CFR 226.16 (d)
- When applicable, documentation to support Tier 1 eligibility

**Step 2: Review each provider site application for FY 2014**

- Review the provider site data carried forward from FY 2013
- When applicable, update items such as the license/registration expiration date, meal times, meal types, etc.
- Add the name of the provider in #9 if it is not listed in #2
- Check box to the statement, "I certify that the above data is complete and correct" at the end of the site questions
- Submit the provider application by pressing the SUBMIT button at the bottom of the page

**Step 3: Add new providers**

Any provider not active in MEGS+ with the current sponsor for FY 2013 is considered a new provider. Providers that change sponsors or change license numbers are considered new providers.

- Add the provider site data in MEGS+
- Press SUBMIT

**Approval Dates**

- New Providers: The approval date will be October 1, 2013, for all new FY 2014 applications submitted on or before October 1, 2013. New FY 2014 applications submitted after October 1, 2013, are approved as of the date the application is submitted via MEGS+.
- Renewing Providers: The approval date will be October 1, 2013, for all renewal FY 2014 applications submitted on or before November 30, 2013.

**FY 2013 and 2014 Approval for Providers Added in MEGS+ after the Rollover**

The provider site data from FY 2013 cannot carry forward (rollover) to FY 2014 because the data was not available at the time the sponsor initiated the FY 2013 sponsor application. Therefore, the provider application data must be entered and submitted for both fiscal years.

- Add the provider site data in the FY 2013 application
- Press SUBMIT (this is the approval date for FY 2013)
- Add the provider site data in the FY 2014 application
- Press SUBMIT

**Throughout the Fiscal Year in MEGS+**

- Update all changes to the provider's home application such as meal types, meal times, etc.
- Monitor the provider's registration/licensing/enrollment status and update, if necessary
- Change the activity status to inactive when a license closes or the provider no longer participates

**Special Notes**

**Failure to submit the annual certification of FY 2014 will result in the loss of claims beginning with the October 2013 claim.**

Remember to update your application throughout FY 2014. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur.

If you have any questions regarding the provider application process, you may contact the Child and Adult Care Food Program at (517) 373-7391.

Attachment: [CACFP Staff List](#)